

Request for Quotation

19 November 2020

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2020.11.389

PR No. 11.032 / Domestic Promotion

Requirements : DOOR TO DOOR COURIER SERVICE

Project Title : DELIVERY OF PRIZES FOR THE WINNERS OF PHILIPPINES 360 GAMES
RELATIVE TO VIRTUAL PHITEX 2020

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>DOOR TO DOOR COURIER OF TPB MEMBERSHIP KITS</p> <p>Item for each consignee:</p> <p>KIT A :</p> <p>Travel Wallet Organizer, World Adaptor w/USB Connector, TPB Notebook, Tote Bag</p> <p>Actual Weight: 1.5 kgs.</p> <p>Dimension: 37 cm x 20 cm x 6 cm</p> <p>Weight base on Dimension: 1.2 Kgs.</p> <p>KIT B:</p> <p>Anello Laptop Bag, Passport Holder with Wallet</p> <p>Actual Weight: 1.5 Kgs.</p> <p>Dimension: 51 cm x 30 cm x 8 cm</p> <p>Weight base on Dimension: 3.49 kgs.</p> <p>KIT A & B:</p> <p>Actual Weight: 3 Kgs.</p> <p>Dimension: 51 cm x 36 cm x 12 cm</p> <p>Weight base on Dimension: 6.2 kgs.</p> <p>CONSIGNEES FOR KIT A</p>		80,000.00

- 1) METRO MANILA – 22 Consignees
- 2) Luzon – 8 Consignees
- 3) Visayas – 3 Consignees
- 4) Mindanao – 1 Consignee

CONSIGNEES FOR KIT B

- 5) METRO MANILA – 6 Consignees
- 6) Luzon – 4 Consignees
- 7) Visayas – 1 Consignee

CONSIGNEES FOR KIT A & B

- 8) METRO MANILA – 3 Consignees
- 9) Luzon – 2 Consignees
- 10) Visayas – 1 Consignee

ANNEX “1” (Form of Annex 1 attached)

TECHNICAL SPECIFICATIONS	Statement of Compliance Bidders must state here either “Comply” or “Not Comply”
Items will be pick up at TPB office	
Door to Door Air Freight Delivery Service	
Supplier will pay the amount of Kit A & B to TPB in case of lost or damages.	
The winning service provider will assign a contact person to monitored the delivery of item	
Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient	
Ensure that the items are delivered in good conditions when arrived to consignee in the shortest possible time	
Provide cost quotation per box/weight and per destinations	
TPB will only charge on actual delivered item base on actual weight or dimension and should not be over the Contract Amount.	
Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges to be shouldered of the supplier/company.	

I hereby certify to comply and deliver all of the above requirements.

	<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-bottom: 1px solid black;"></div> <div style="width: 35%; border-bottom: 1px solid black;"></div> <div style="width: 20%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">Name of Company</div> <div style="width: 35%;">Signature over Printed Name of the authorized representative</div> <div style="width: 20%;">Date</div> </div>		
Terms	30 days upon receipt of invoice		
ABC	Php 80,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **November 24 2020, 12:00 Noon** thru email at soc_torres@tpb.gov.ph , subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

(sgd)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@tpb.gov.ph

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPs Registration Certificate
2. SEC/DTI Registration Certificate
3. Mayor's Permit/License (valid)
4. BIR Registration / TIN
5. Income Tax Return
6. Notarized Omnibus Sworn Statement
7. Company Profile/References